Part 2

Adding, Modifying or Deleting Posted Notices

Overview

Part 1 looked at viewing notices: this is how the rest of the world sees the *Web*Notice system. Someone, of course, has to enter the notices into the system. This is the job of a ***regular*** user.
regular user.

Regular departmental users can:

- add new notices
- modify old notices
- delete notices

to a departmental group. Each regular user is assigned a username and password, so that you can prove who you are when you want to add or modify a notice.

Within each department, a regular user must be assigned to a particular group, or collection of groups. See, for example the following page:

Example Departmental Organizations

Consider the following example (3 departmental groups)

Department of Statistics	Superuser:	***superstats***
Departmental Groups:		
Department (the default)	Regular users:	***phil***, ***donna***
Fluid Dynamics	Regular users:	***paul***
Mathematical Physics	Regular users:	***phil***, ***tara***

The 3 groups are: ***Department*** (default for all departments), ***Fluid Dynamics*** and ***Mathematical Physics***.

There are 4 regular users: **phil**, **donna**, **paul**, and **tara**. These users can post to the following groups:

phil – can post to ***Department*** and ***Mathematical Physics,*** but not to Fluid Dynamics
donna – can post only to ***Department***
paul – can post only to ***Fluid Dynamics***
tara – can post only to ***Mathematical Physics***

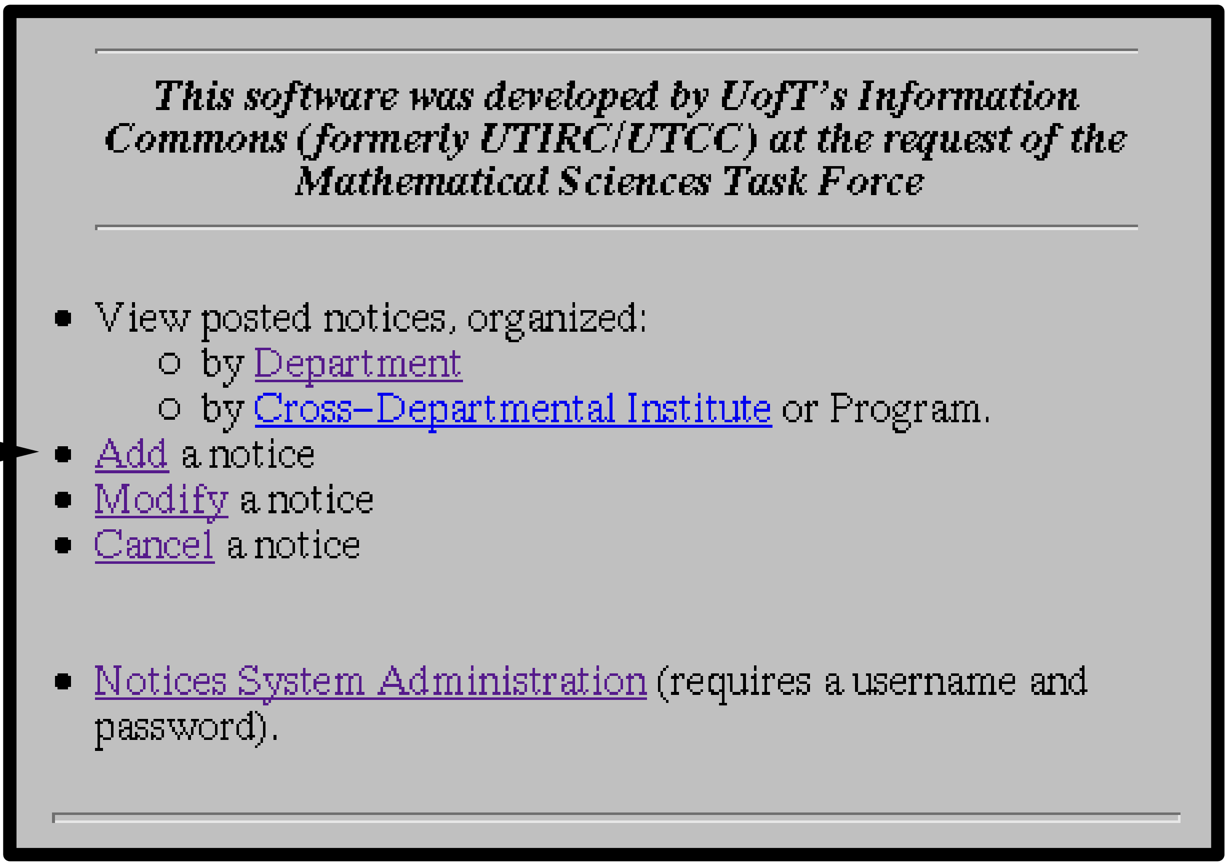
The departmental ***superuser*** sets up the names and privileges for all these regular users. More about that in Part 3.

Adding a Notice

Once again, it all starts from the main page:

http://www.hprc.utoronto.ca/cgi–reg/notices_main.pl

Select the "**<u>Add</u> a notice**" option:



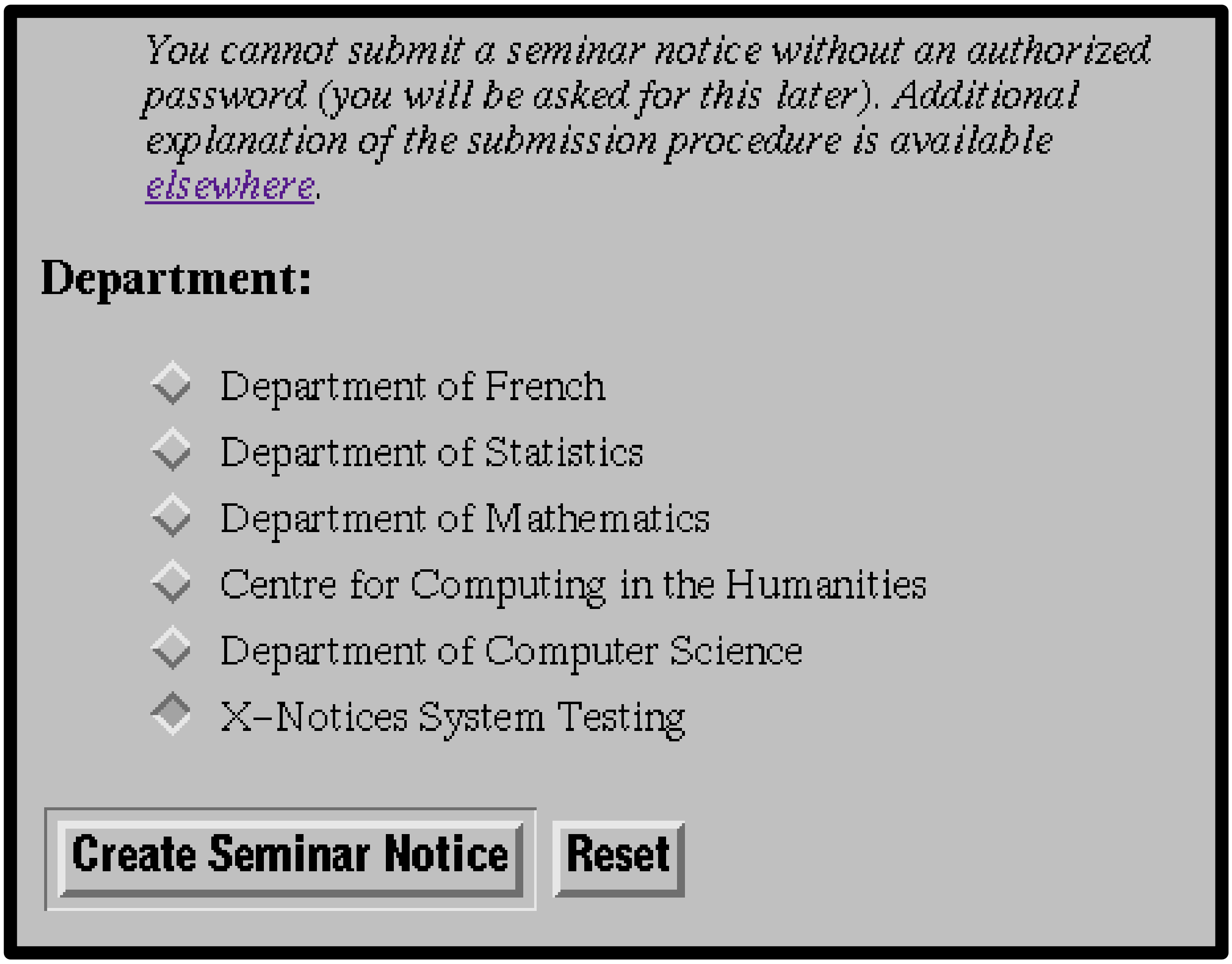
This software was developed by UofT's Information Commons (formerly UTIRC/UTCC) at the request of the Mathematical Sciences Task Force

- View posted notices, organized:
  - by Department
  - by Cross–Departmental Institute or Program.
- Add a notice
- Modify a notice
- Cancel a notice

- Notices System Administration (requires a username and password).

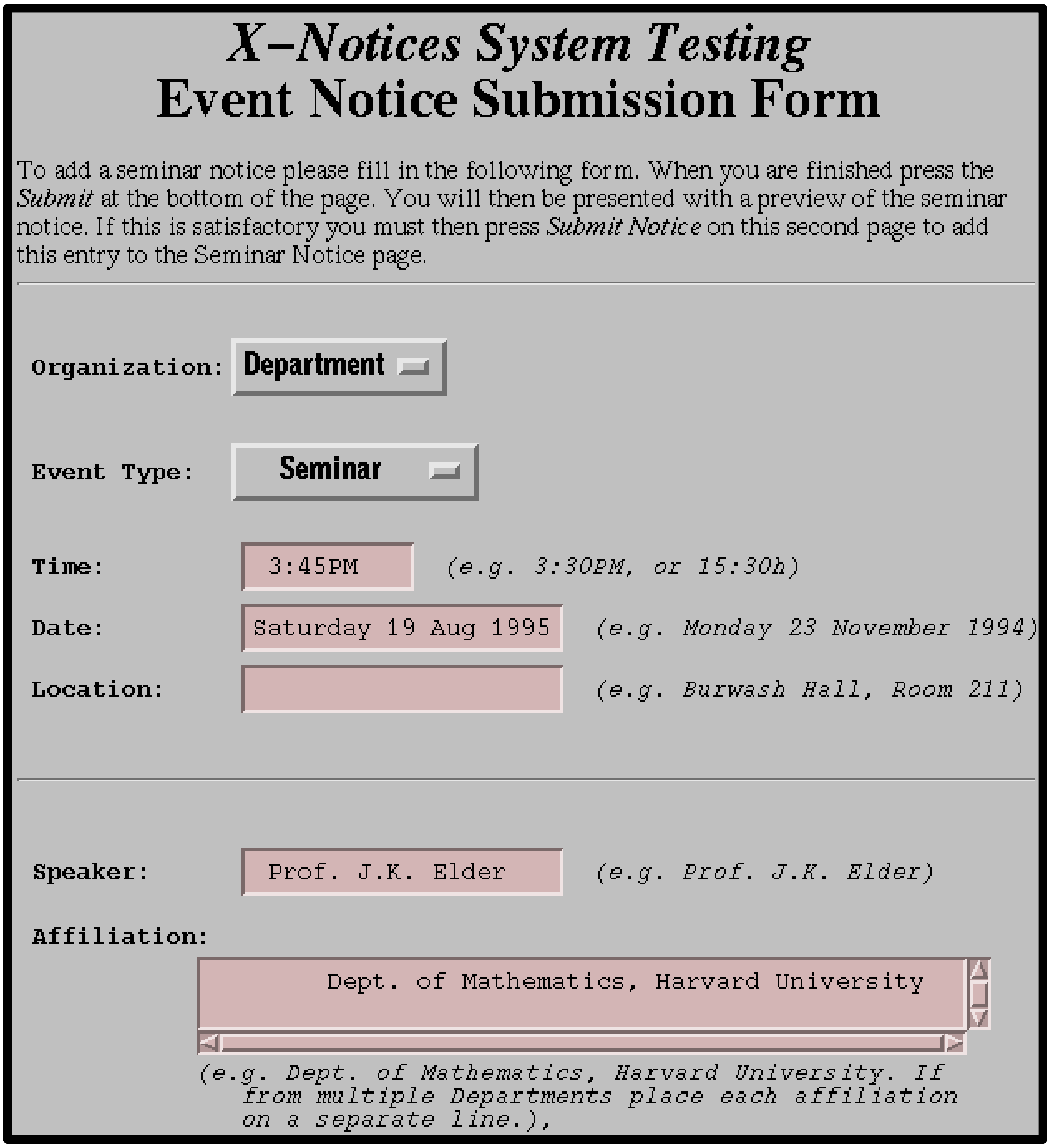
Adding a Notice (cont.)

You are now presented with a list of all the departments. Select the department under which you are submitting the notice, and press the "Create Seminar Notice" button. Here I have selected the X–Notices System Testing department.



Adding A Notice (cont.)

You now have a form to fill–in. There are fields for all the relevant information for a seminar or other event. There is also a pull–down menu, now labelled **Organisation**: this is where you select the departmental group. The default value is Department.



X–Notices System Testing
Event Notice Submission Form

To add a seminar notice please fill in the following form. When you are finished press the *Submit* at the bottom of the page. You will then be presented with a preview of the seminar notice. If this is satisfactory you must then press *Submit Notice* on this second page to add this entry to the Seminar Notice page.

Organization: Department

Event Type: Seminar

Time: 3:45PM *(e.g. 3:30PM, or 15:30h)*

Date: Saturday 19 Aug 1995 *(e.g. Monday 23 November 1994)*

Location: *(e.g. Burwash Hall, Room 211)*

Speaker: Prof. J.K. Elder *(e.g. Prof. J.K. Elder)*

Affiliation:

Dept. of Mathematics, Harvard University

(e.g. Dept. of Mathematics, Harvard University. If from multiple Departments place each affiliation on a separate line.),

Adding A Notice (cont)

At the bottom of this form is a "Preview Notice" button. Press this button to send you notice to the seminar system. A program will then check the information for obvious errors, and will either

a) return the FORM, with the errors listed at the top, or
b) return a preview of the notice, for approval, if there were no errors

Errors on Form Fields

We have detected some problems with the input fields in your FORM. These errors were (approximately):

- You did not give a location for the event ("To Be Announced" is fine).

Please correct the FORM (reproduced below) and resubmit.

X–Notices System Testing
Event Notice Submission Form

To add a seminar notice please fill in the following form. When you are finished press the *Submit* at the bottom of the page. You will then be presented with a preview of the seminar notice. If this is satisfactory you must then press *Submit Notice* on this second page to add this entry to the Seminar Notice page.

Organization: Department

Event Type: Seminar

Time: 3:45PM *(e.g. 3:30PM, or 15:30h)*

Date: Saturday, 19 August *(e.g. Monday 23 November 1994)*

Location: *(e.g. Burwash Hall, Room 211)*

Adding a Notice (cont.)

If your form is correct, you get the following: if you are happy, check "**Yes**" and press "**Submit**"

***** Check Your Seminar Posting! *****

Your seminar notice, from your FORM input, is shown below -- please check it, in particular the date. If it is correct check the *Yes* button, followed by *Submit* -- you will be prompted for your authorization name and password. If it is not acceptable you can simply press your browser's "back" button to return to the preceeding fill-in FORM. Alternatively you can check *No* and press *Submit*, (you will be prompted for your authorization name and password) which will also return you the form for modification.

Accept? . . . .   **Yes** ◇   **No** ◇   **Submit**

Seminar

X-Notices System Testing

Saturday, 19 August 1995 at 3:45PM

Burwash Hall, Room 211

TitleTitle of Talk: Title of Talk: Title of Talk: of Talk:

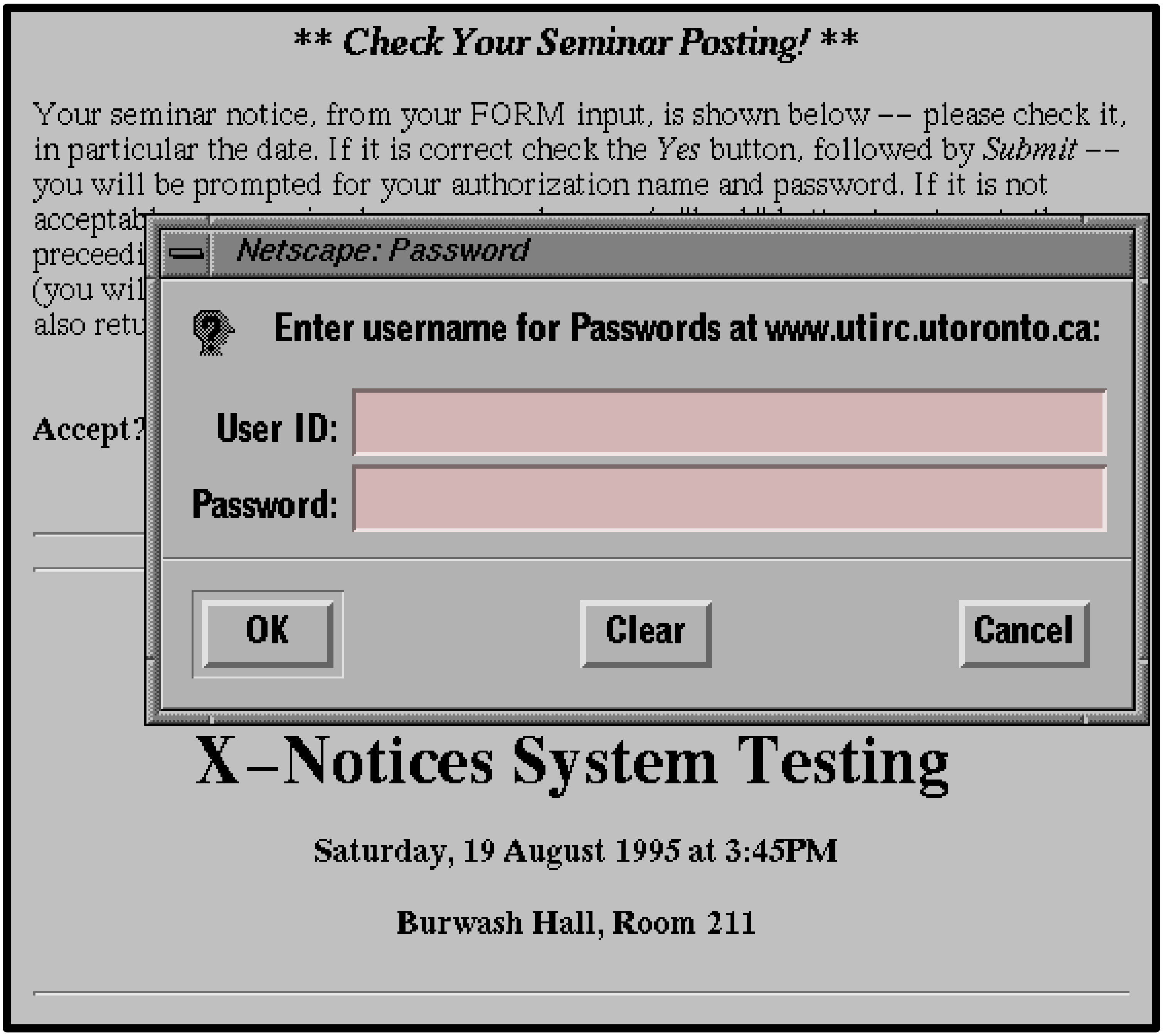
Prof. J.K. Elder

Dept. of Mathematics, Harvard University

Please type the abstract, in plain text. You can use LaTeX or TeX symbols for well-understood mathematical expressions -- these

Adding a Notice (cont.)

You are now prompted for your regular username and password. Enter these into the box, and press "OK".



Adding a Notice (cont)

You may not be prompted for a username and password if you entered them previously –– your browser remembers what you entered, and reuses old usernames and passwords, if possible.

If you notice is succesfully submitted, you get the following:

Notice Succesfully Deposited

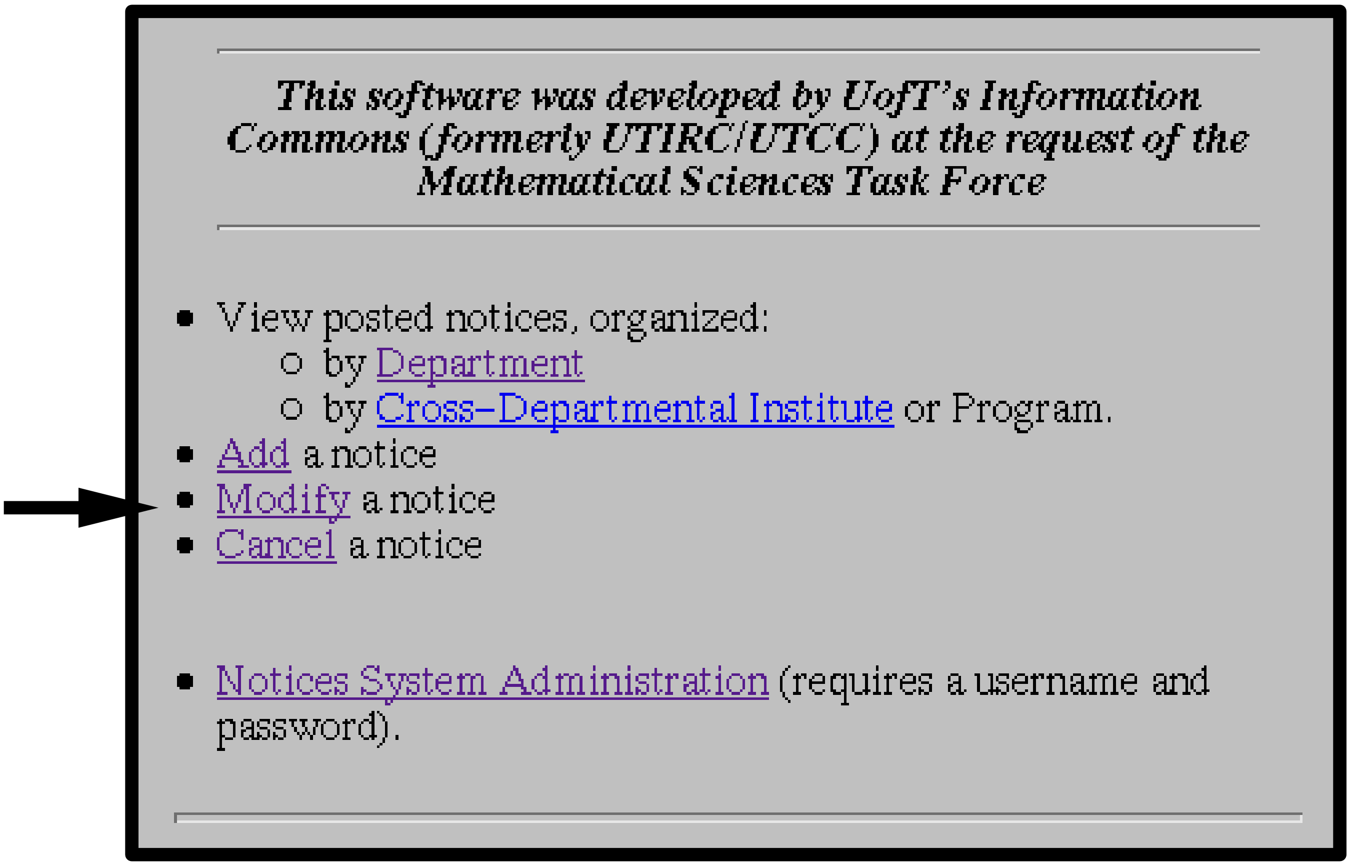
Your seminar notice has been succesfully deposited. To access the on-line listings please select the seminar listings selection page .

Modifying a Notice

Once again, it all starts from the main page:

http://www.hprc.utoronto.ca/cgi-reg/notices_main.pl

Select the "**Modify a notice**" option:



This software was developed by UofT's Information Commons (formerly UTIRC/UTCC) at the request of the Mathematical Sciences Task Force

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  - by Department
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- Modify a notice
- Cancel a notice

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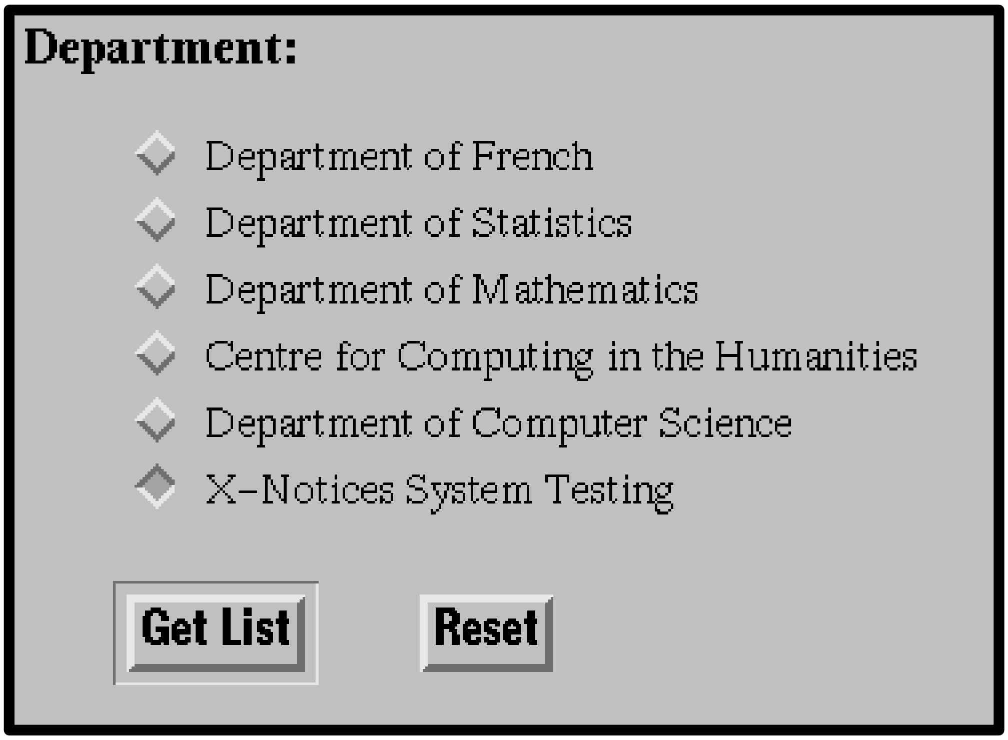
Modifying a Notice (cont.)

Now select the department, and press "**Get List**"



Modifying a Notice (cont.)

You now have a list of all the departmental seminars – select the one you want to edit. Note that you can ***only*** edit notices posted under groups you are authorized to work on.

Click on the notice you wish to modify.

Friday, 9 June 1995 – X-Notices System Testing
Prof. J.K. Elde: -- *Title of Title of TalkTitle of TalkTalk*

Thursday, 15 June 1995 – X-Notices System Testing
Ian Graham: -- *The Web and Seminar Notices*

Friday, 30 June 1995 – X-Notices System Testing
Prof. J.K. Elder: -- *This talk has a title, but it's silly*

Saturday, 29 July 1995 – X-Notices System Testing
Burwash Hall, Room 211: -- *This is the talk title*

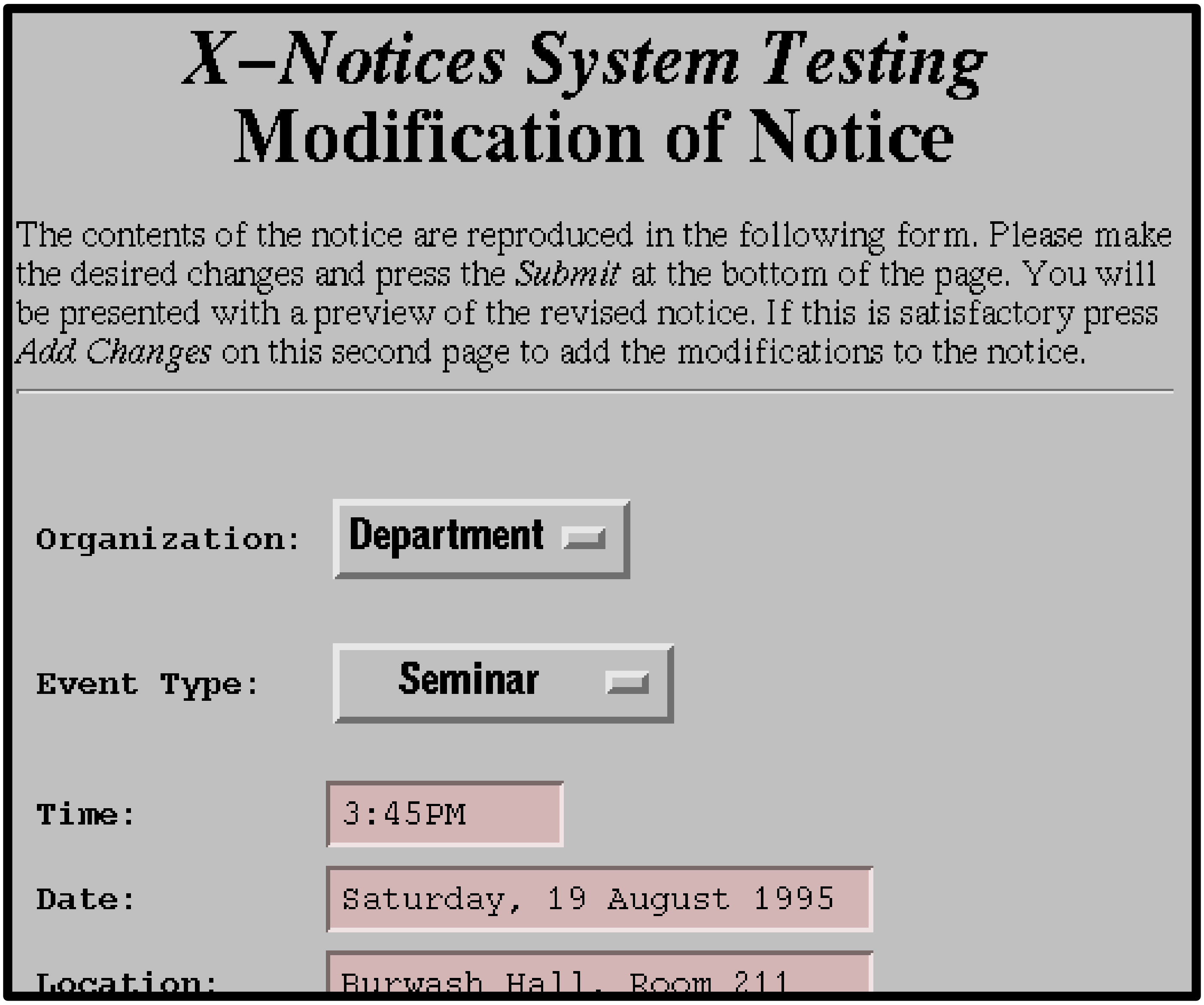
Friday, 11 August 1995 – X-Notices System Testing
e.g. Prof. J.K. Elder: -- *t.b.a*

Friday, 18 August 1995 – X-Notices System Testing , Algebra
Dr. Ian Graham: -- *Fun With the WebNotice System*

Saturday, 19 August 1995 – X-Notices System Testing
Prof. J.K. Elder: -- *TitleTitle of Talk: Title of Talk: Title of Talk: of Talk:*

Modifying a Notice (cont.)

Finally, you are returned a FORM containing the information from the notice. You can now modify the content. The rest is the same as when you are creating a new notice –– your modifications are checked, and if they are ok will give you a preview of the notice. If you select "Yes" the notice will be deposited, provided you give a name and password for a user authorized to make changes to thisgroup.



X–Notices System Testing

Modification of Notice

The contents of the notice are reproduced in the following form. Please make the desired changes and press the *Submit* at the bottom of the page. You will be presented with a preview of the revised notice. If this is satisfactory press *Add Changes* on this second page to add the modifications to the notice.

Organization: Department

Event Type: Seminar

Time: 3:45PM

Date: Saturday, 19 August 1995

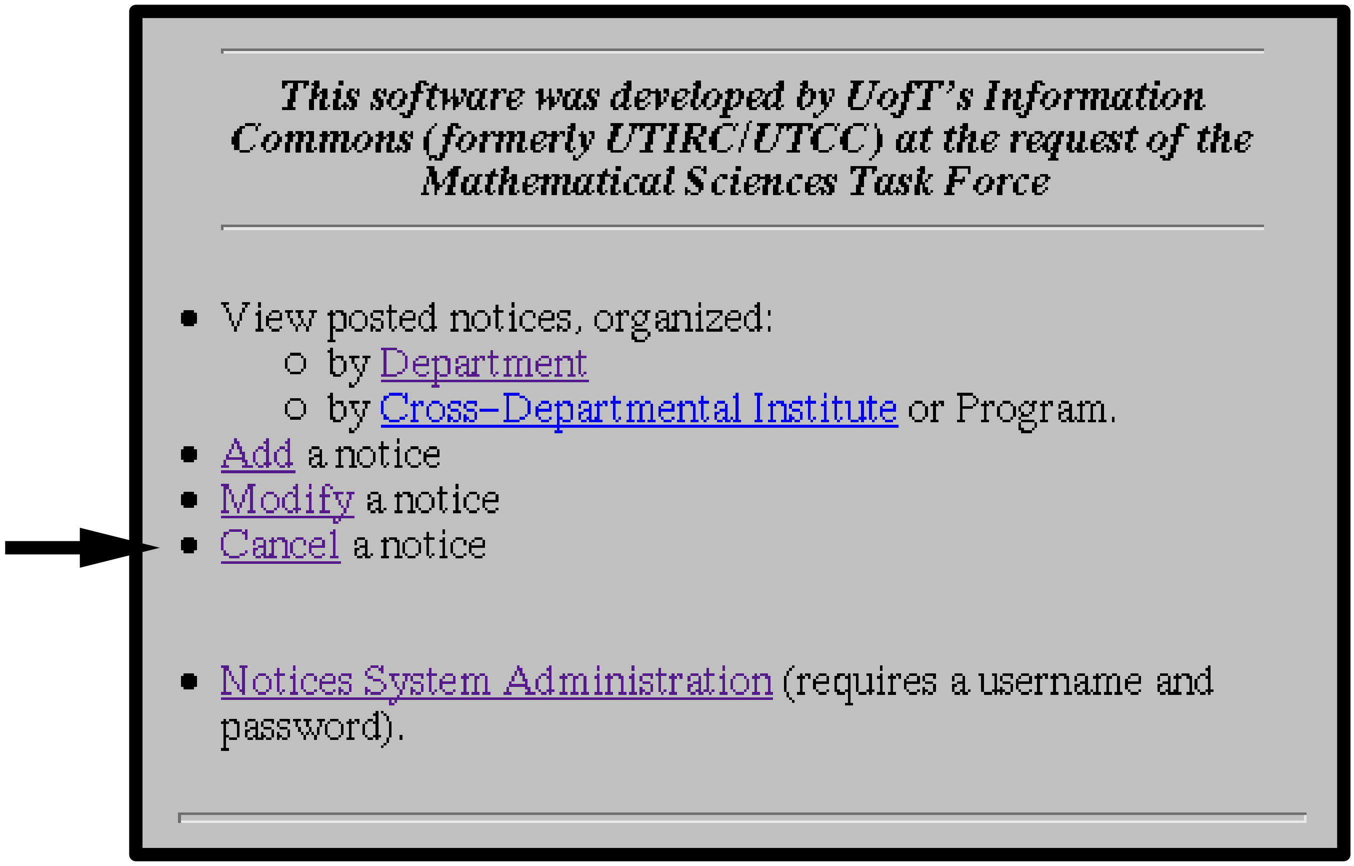
Location: Burwash Hall, Room 211

Cancelling a Notice

Once again, it all starts from the main page:

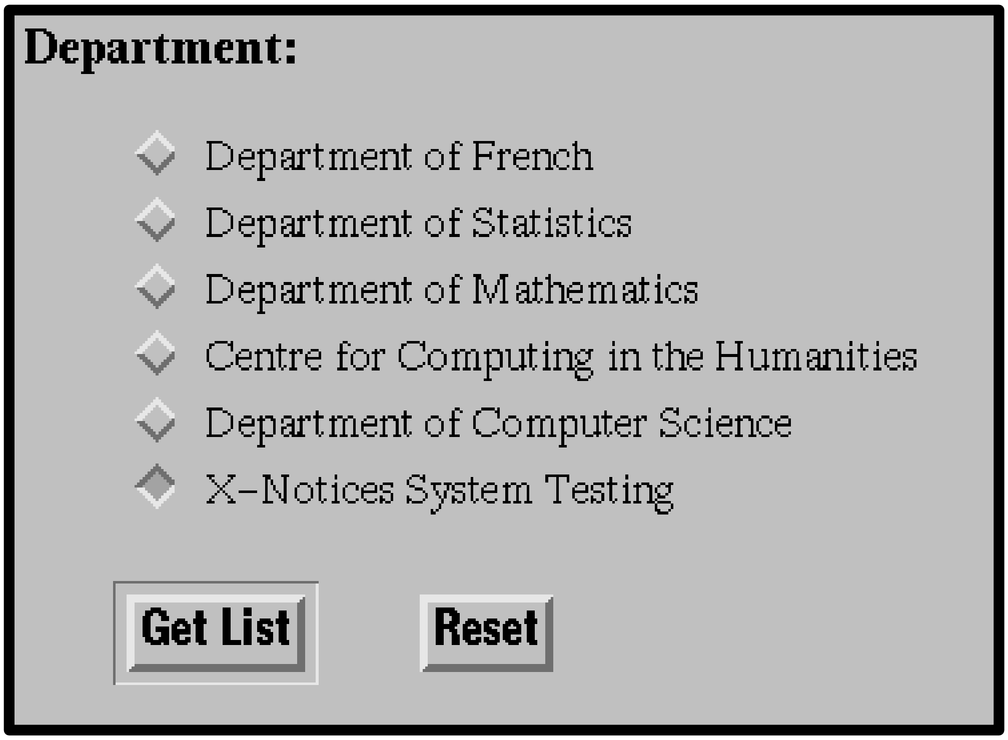
http://www.hprc.utoronto.ca/cgi–reg/notices_main.pl

Select the "**Cancel a notice**" option:



Cancelling a Notice (cont.)

Now select the department, and press "**Get List**"



Cancelling a Notice (cont.)

You now have a list of all the departmental seminars – select the one you want to cancel. Note that you can ***only*** cancel notices posted under groups you are authorized to work on.

Click on the notice you wish to cancel.

Friday, 9 June 1995 – X-Notices System Testing
Prof. J.K. Elde: -- *Title of Title of TalkTitle of TalkTalk*

Thursday, 15 June 1995 – X-Notices System Testing
Ian Graham: -- *The Web and Seminar Notices*

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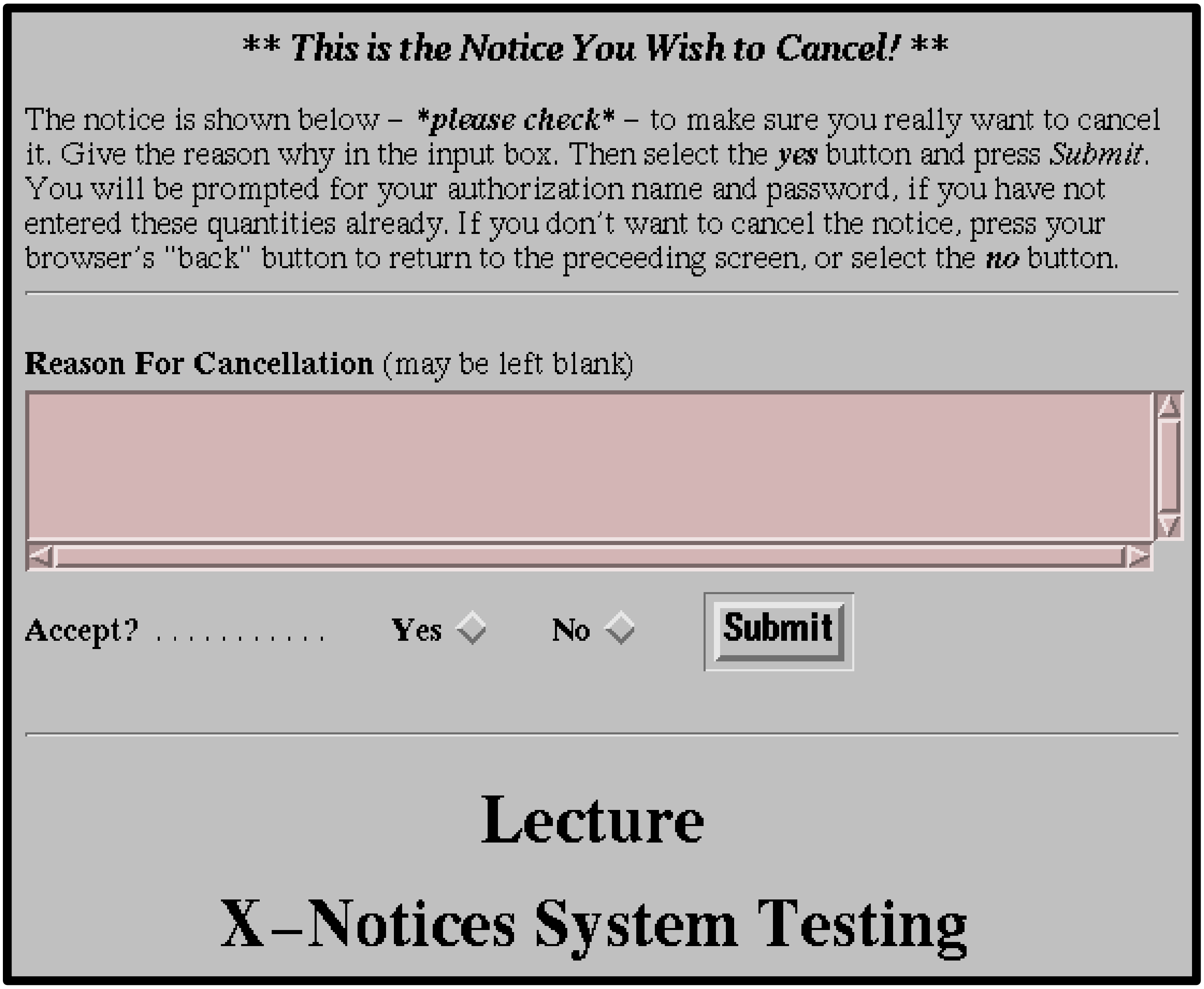
Prof. J.K. Elder: -- *TitleTitle of Talk: Title of Talk: Title of Talk: of Talk:*

Cancelling a Notice (cont.)

You are now shown the notice, along with a Yes/No option to accept the cancellation, along with a box for typing the reason for the cancellation.



**** *This is the Notice You Wish to Cancel!* ****

The notice is shown below – ***please check*** – to make sure you really want to cancel it. Give the reason why in the input box. Then select the ***yes*** button and press *Submit*. You will be prompted for your authorization name and password, if you have not entered these quantities already. If you don't want to cancel the notice, press your browser's "back" button to return to the preceeding screen, or select the ***no*** button.

Reason For Cancellation (may be left blank)

Accept? . . . . **Yes** **No** **Submit**

Lecture

X–Notices System Testing